

# **Military Collection**

## **Manual Method**







- An alternate method of identification is to have the CDR/1SG verify the Donor's identity and take the SSN from the alpha roster. Then have the Soldier tell you their

▮ Soldier approaches the UPL desk when prepared to provide their urine specimen.

▮ Donor hands the UPL his ID Card

▮ If the Soldier does not have an ID Card in his possession, an alternate reliable method will be used to

if the SSN

Don't slash zeros 0; use 0

Don't use European sevens 7 ; use 7

Don't use European ones 1; use 1

Don't use double circle eight's 8 ; use figure eights 8

Don't use closed fours 4 ; use 4

0, 1, 2, 3, 4, 5, 6, 7, 8, 9

**Note: When completing the paperwork use the above numbering styles**

done so.

¶The UPL initiates each document below:

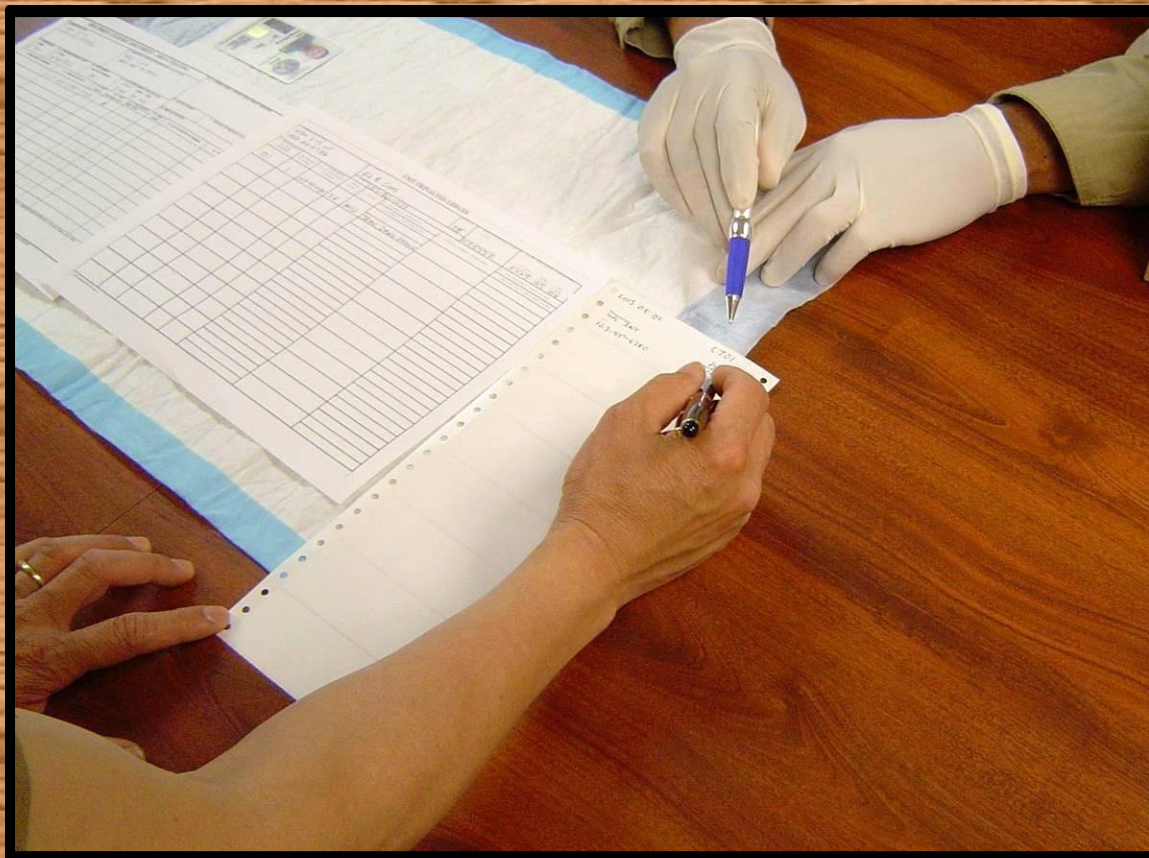
Bottle Label

DD Form 2624

Unit Ledger

**Click on the buttons above to see how to properly fill out each document.**





**The donor  
then initials  
the bottle  
label**

- **Make sure the donor initials the label with 2 or 3 letters, such as “MB” or “MCB”.**
- **Do Not let the donor sign the label.**

**20050426**

**FC 99**

**UPL Init**

**MB  
Donor Init**

**256-36-7938**

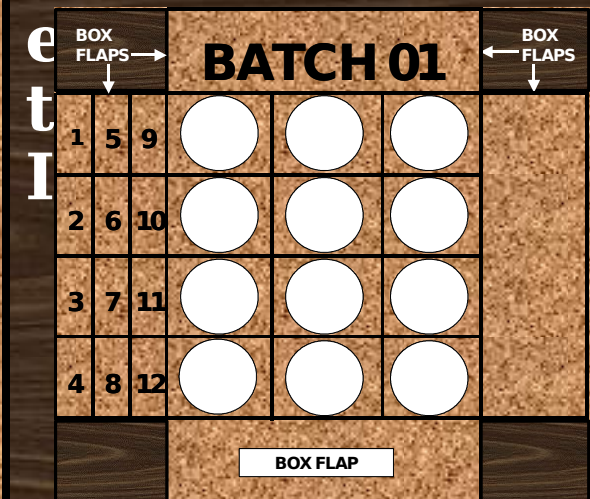




•Some installations open the bottle and show the donor that it is empty. Do not do this unless it is in your SOP and never blow or stick anything into the specimen

•The UPL removes a new collection bottle from the box and replaces it with the ID Card.

□Note:  
Labeling the Box makes it







- **Never place a label over the top of another label; get a new bottle instead.**

- **The UPL places the initialed (by the donor) bottle label on the**







**•Note: Paper and Styrofoam cups are not authorized to be used as female wide mouth collection cups.**

**▮The UPL hands the donor the specimen bottle.**

**▮Note: Female donors also receive a wide mouth collection cup.**





- **The observer must maintain eye contact with the specimen bottle and collection cup at all times.**

- **The donor and observer will move to the latrine.**

- **The Soldier will walk in front with the specimen bottle and wide mouth collection cup held above his shoulder.**



**Once in the latrine:**

**The observer will direct the donor to wash his hands with water only. No soap will be used prior to the collection.**

**•The observer must keep the specimen bottle and collection cup in their line of sight at all times.**






- **The observer must maintain eye contact with the specimen bottle and collection cup at all times.**

**▮ The donor will move to the appropriate facility to collect the specimen.**

**▮ The observer will brief the donor on how to collect the specimen, to ensure direct observation.**



**Specimen  
bottle  
cap:  
Inside  
of the  
cap is**

**facing  
up**

**• The observer must maintain eye contact with the specimen bottle and cap.**

**▮ The donor will open the specimen bottle and either hold the cap or place it, with the inside of the cap facing up, on a clean surface.**

**▮ The donor may set the bottle down while he undoes his pants.**





- The observer will directly observe the urine leaving the body and entering the specimen bottle.

▮The observer will ensure that he has a direct line of sight with the specimen bottle and donor's penis.

▮The donor will provide the specimen.



- **The observer should instruct the donor to make sure the specimen bottle cap is secure.**

**▮ The donor will then recap the specimen, ensuring that the cap is secure.**





**□The donor should now wash his hands with soap and water.**

**•The observer and donor must maintain eye contact with the specimen bottle.**



- **The observer must maintain eye contact with the specimen bottle at all times.**

**▮ The donor and observer will walk back to the UPL Station.**

**▮ The donor will walk in front with the specimen held above his shoulder.**





At the UPL Station the donor will hand the specimen to the UPL.

- Both the donor and the observer will stand fast, and maintain eye contact with the specimen.



- The UPL will inspect the specimen for possible adulteration, ensure the cap is secure, and ensure there is at least 30 mL of urine.

- Click on the links below:

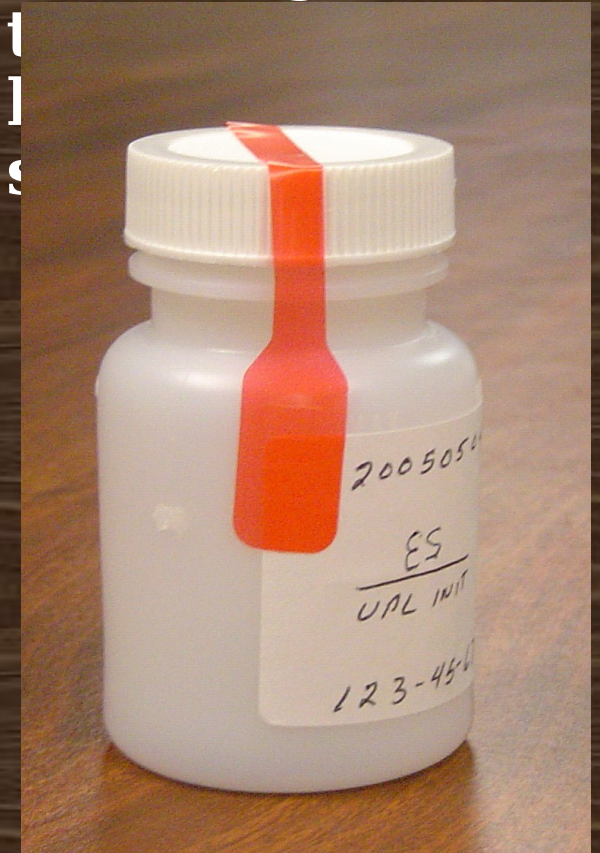
[Adulteration?](#)

[Less than 30 mL](#)



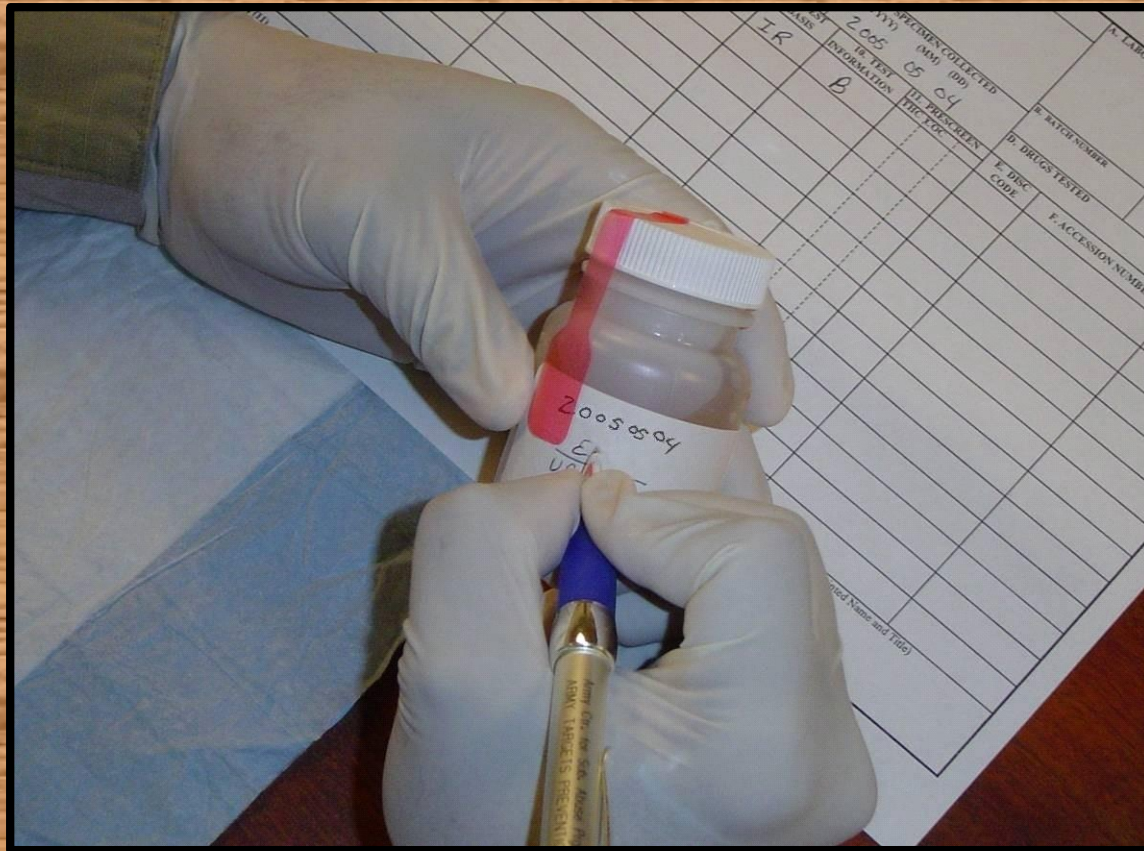


The UPL will  
 apply tamper  
 evident tape  
 across the  
 bottle cap  
 ensuring it



The tape will be one  
 continuous piece that touches  
 the label on both ends without  
 obscuring any information and  
 runs across the top of the  
 bottle.





▮The UPL will then initial the bottle label.

▮The initials signify that the UPL received the specimen from the donor, checked for possible adulteration, ensured the cap was secure, and placed tamper evident tape





**□The UPL will remove the donor's ID Card from the collection box and replace it with the specimen.**





▮The observer will sign the unit ledger.

▮Note: Any unusual occurrences should be annotated in the remarks block of the unit ledger.

▮The observer's signature verifies that he complied with the collection process, directly observed the Soldier provide the specimen, and maintained eye contact with the specimen until it was sealed with tamper evident



## UNIT URINALYSIS LEDGER

[illegible]



▮The donor then signs the unit ledger

▮The donor's signature verifies that she provided the urine in the specimen bottle, observed the specimens being sealed with tamper evident tape, and observed the specimen being placed in the



# UNIT URINALYSIS LEDGER

1. SUBMITTING UNIT HHC 1/16 INF, Bldg 5676 Division Rd Fort Swampy,			2. UADC: SGT Joe Friday			INITIALS:	4. UNIT IDENTIFICATION CODE	3. DATE SPECIMEN COLLECTED:	
			3. PHONE: 111-555-5555				W 2 L V A A	(YYYY) (MM) (DD) 2005 04	
6. BATTAL NUMBER	7. SPECIMEN NUMBER	8. COMPLETE SOCIAL SECURITY NUMBER	9. TEST BASIS	10. RANK	11. SOLDIER'S SIGNATURE	12. ACTION TAKEN/REMARKS		13. OBSERVER'S SIGNATURE	
BATCH NUMBER					SOLDIER'S PRINTED NAME			OBSERVER'S PRINTED NAME	
0001	1	000-43-3003	IR	CPL	Adam A. Apple	SM forgot ID Card -Verified SSN with alpha roster		Oskar Observer	



**¶This completes the testing of one donor.**

**¶The UPL will return the donor's ID Card and release him from testing.**

**End Presentation**



**If an error is discovered after the donor initials the label it cannot be changed on the label, a “Certificate of Correction” memorandum, will be used - discussed later in the training.**

# DD Form 2624

- ▮ Units deployed to Iraq, Qatar, Kuwait, and Afghanistan have different requirements while deployed.
- ▮ As a UPL must know how to complete a DD Form 2624 while deployed in support of the GWOT and when not deployed.
- ▮ The differences are with blocks 1, 2, and 3 only.



# SPECIMEN CUSTODY DOCUMENT - DRUG TESTING

## 1. SUBMITTING UNIT

**Fort Swampy ASAP**  
**Bldg 1234**  
**Fort Swampy, FL 12345**

## 2. ADDITIONAL SERVICE INFORMATION (Second Echelon)

**HHC 1/16 INF, Bldg 5676**  
**Division Rd**  
**Fort Swampy, FL 12345**  
**(111) - 555 - 5555**

## A. LABORATORY CONDUCTING DRUG TESTING

## B. BATCH NUMBER

## C. REPORT OF RESULT (DTG/Serial No.)

## 3. BASE/AREA CODE

**FC 99**

## 4. UNIT IDENTIFICATION CODE

**W2LVA**

## 5. DOCUMENT/BATCH NUMBER

**0001**

## 6. DATE SPECIMEN COLLECTED (YYYY) (MM) (DD)

**2005 04**

## D. DRUGS TESTED

## 7. SPECIMEN NUMBER

**Block**

**7:**

**Specim**

**enNum**

**ber -Do**

**not**

**write**

**in this**

**Area**

## 8. COMPLETE SSN

**123-45-6789**

## 9. TEST BASIS

**IR**

## 10. TEST INFORMATION

**A**

## 11. PRESCREEN IHC COC

## E. DISC CODE

## F. ACCESSION NUMBER

## G. RESULT

H. CERTIFICATION: I certify that this form were correctly determine

(1) SIGNATURE

- Blocks 1 through 6 above may be filled in by you (The UPL) prior to the start of the urinalysis.
- Blocks 8 through 10 will be completed when the Soldier approaches the UPL station during the unit urinalysis.
- Block 7 and all other blocks on the front of this form MUST be left blank until testing begins. Remember, these blocks when deployed to these countries. Left Click the mouse to continue

# SPECIMEN CUSTODY DOCUMENT - DRUG TESTING

A. LABORATORY CONDUCTING DRUG TESTING

## 1. SUBMITTING UNIT

**HHC 1/16 INF**  
**APO AE 09121**

## 2. ADDITIONAL SERVICE INFORMATION (Second Echelon)

**POC: CPT James**  
**Snuffy**  
**DSN:555-555-5555**

## 3. BASE/AREA CODE

**CT03**

## 4. UNIT IDENTIFICATION CODE

**W2LVAA**

## 5. DOCUMENT BATCH NUMBER

**0001**

## 6. DATE SPECIMEN COLLECTED (YYYY) (MM) (DD)

**2005 04**

## B. BATCH NUMBER

## C. REPORT OF RESULT (DTG/Serial No.)

## D. DRUGS TESTED

## 7. SPECIMEN NUMBER

## 8. COMPLETE SSN

## 9. TEST BASIS

## 10. TEST INFORMATION

## 11. PRESCREEN

## E. DISC CODE

## F. ACCESSION NUMBER

## G. RESULT

(1) **Block**

(2) **7:**

(3) **Specim**

(4) **enNum**

(5) **ber -Do**

(6) **not**

(7) **write**

(8) **in this**

(9) **Area**

• The rest of the DD Form 2624 is completed as shown on the previous slide

H. CERTIFICATION. I certify that this form were correctly determined

(1) SIGNATURE

**ACSAP to Deployed BACs correct BAC.**

**Left Click the mouse to continue**



# SPECIMEN CUSTODY DOCUMENT - DRUG TESTING

A. LABORATORY CONDUCTING DRUG TESTING

## 1. SUBMITTING UNIT

**Fort Swampy ASAP**  
**Bldg 1234**  
**Fort Swampy, FL 12345**

## 2. ADDITIONAL SERVICE INFORMATION (Second Echelon)

**HHC 1/16 INF, Bldg 5676**  
**Division Rd**  
**Fort Swampy, FL 12345**

## 3. BASE/AREA CODE

**FC 99**

## 4. UNIT IDENTIFICATION CODE

**W2LVA**

## 5. DOCUMENT BATCH NUMBER

**0001**

## 6. DATE SPECIMEN COLLECTED (YYYY) (MM) (DD)

**2005 04**

## B. BATCH NUMBER

## C. REPORT OF RESULT (DTG/Serial No.)

## D. DRUGS TESTED

7. SPECIMEN NUMBER	8. COMPLETE SSN	9. TEST BASIS	10. TEST INFORMATION	11. PRESCREEN	E. DISC CODE	F. ACCESSION NUMBER	G. RESULT
(1)	<b>123-45-6789</b>	<b>IR</b>	<b>A</b>				
(2)	<b>246-90-1234</b>	<b>IR</b>	<b>B</b>				
(3)	<del><b>369-05-2468</b></del>	<del><b>IR</b></del>	<del><b>A</b></del>			<b>Not</b>	<b>MB</b>
(4)	<b>396-05-2468</b>	<b>IR</b>	<b>A</b>			<b>Tested 4/26/05</b>	
(5)							

(6)
(7)
(8)
(9)
(10)
(11)
(12)

H. CERTIFICATION. I certify that this form were correctly determine

(1) SIGNATURE

• The UPL will then re-enter the donor's information.

• Note: If the specimen number changes then the UPL must also correct to Unit Ledger.

Click Mouse to see the change to the form

# Deployed Base Area Codes

- ▮ **CT01:** AFGHANISTAN (ALL AREAS OUTSIDE KABUL)
- ▮ **CT02:** AFGHANISTATION (KABUL AREA)
- ▮ **CT03:** KUWAIT (EXCLUDING UNITS SUBORDINATE TO MNC-I)
- ▮ **CT04:** MULTINATIONAL FORCE IRAQ (AND ALL SUBORDINATE UNITS EXCEPT MNC-I)
- ▮ **CT05:** MULTINATIONAL CORPS IRAQ (AND ALL SUBORDINATE UNITS EXCEPT AS LISTED IN THIS PARAGRAPH)
- ▮ **CT06:** MULTINATIONAL DIVISION BAGHDAD (IRAQ)
- ▮ **CT07:** MULTINATIONAL FORCE WEST (IRAQ)(FOR ARMY UNITS ONLY)
- ▮ **CT08:** MULTINATIONAL DIVISION NORTH (IRAQ)
- ▮ **CT09:** CORPS SUPPORT COMMAND (IRAQ) (ALL UNITS REPORTING TO THE CORPS SUPPORT COMMAND)
- ▮ **CT10:** Qatar
- ▮ **CT11:** MNC-C



# UNIT URINALYSIS LEDGER

1. SUBMITTING UNIT <b>HHC 1/16 INF, Bldg 5676 Division Rd Fort Swampy,</b>		2. UPL: <b>SGT Mark Bowers</b>		NITALS:		4. UNIT IDENTIFICATION CODE: <b>W 2 L V A A</b>		5. DATE SPECIMEN COLLECTED: (YYYY) (MM) (DD) <b>2 0 0 5    0 4</b>	
6. DOCUMENT BATCH NUMBER <b>0001</b>		7. SPECIMEN NUMBER <b>1</b>		8. COMPLETE SOCIAL SECURITY NUMBER <b>000-34-<del>000313</del> 3073</b>		9. TEST BASIS <b>MB 4/26/ IB 05</b>		10. RANK <b>CPL</b>	
11. SOLDIER'S SIGNATURE SOLDIER'S PRINTED NAME <b>Adam A. Apple</b>		12. ACTION TAKEN / REMARKS <b>SM forgot ID Card -Verified SSN with alpha roster</b>		13. OBSERVER'S SIGNATURE OBSERVER'S PRINTED NAME <b>SGT Oskar Observer</b>					
0001	2								
0001	3								
0001	4								
0001	5								
0001	6								
0001	7								
0001	8								
0001	9								
0001	10								
0001	11								
0001	12								

To make the correction the UPL will:

- Line through the SSN
- Enter the correct SSN
- Initial and date near the correction

Click Mouse to see  
the change to the form

Left Click the mouse to continue



**Note: The original entries on the unit ledger and DD Form 2624 are still good and will be utilized when an acceptable specimen is provided. A handwritten**

**The UPL will then:**

- ▮ **Remove the bottle label or blacken out the SSN**

- ▮ **Crush the bottle**

- ▮ **Throw the bottle away**

- ▮ **Annotate on the Unit Ledger that the specimen was short on the 1<sup>st</sup> attempt.**

- ▮ **The donor will**



**If the UPL believes that a specimen is adulterated (Tampered with or Substituted) then he/she will:**

**Note: The commander, after consulting with SJA and or CID, will give you further instructions about the specimen and if any probable cause testing needs to occur on the donor and observer.**

**□ Request the commander appoint another observer.**

**□ Without letting your collected specimens out of your sight brief the new observer.**

**□ Continue processing donors.**